

DUTY STATEMENT

Class Title: Staff Services Analyst	Position Number: 804-491-5157-701
Unit: AIDS Drug Assistance Program (ADAP) Unit	
Section: AIDS Drug Assistance Program (ADAP) Section	
Branch: HIV Care Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Staff Services Analyst (SSA) performs assignments to assist in ensuring the continuing fiscal integrity and stability of ADAP; acts as a liaison with local health jurisdictions (LHJs), conducting monitoring site visits and providing technical assistance to ensure their compliance with program standards; assists other ADAP fiscal analysts in developing budget documents and responding to budget inquiries; acts as the liaison with DHS Accounting Section office for monitoring and reconciliation of ADAP expenditures; assists with all activities related to the fiscal integrity of the ADAP Special Rebate Fund; prepares updates to ADAP Eligibility Guidelines; is a participating member of the budget and rebate teams in the section; assists with the preparation of the Part B Application for federal funds and the quarterly preparation of Part B Progress Reports; and prepares updates to both the Program Operations Manual and Desk Manual as applicable to position responsibilities.

Supervision Received: Direct supervision from the Staff Services Manager I, Chief of the ADAP Unit.

Supervision Exercised: None

Description of Duties: The SSA acts as a liaison with staff in LHJs, conducting monitoring site visits, providing technical assistance, and ensuring compliance with program standards; collaborates with other ADAP fiscal analysts and research staff on all aspects of budget development, including preparation of budget documents, responding to budget drills, and other fiscal inquiries; acts as the liaison with DHS Accounting Section for monitoring, tracking, and reconciling expenditures from ADAP's various funding sources; assists with all activities associated with the ADAP Special Rebate Fund, including monitoring, tracking, and reconciling deposits, expenditures, and balances and preparing Fund Condition Statements; and as part of the ADAP Unit team, participates on the budget, rebate, and joint data policy teams providing input, assisting with problem solving, and developing policies and procedures, as needed, to achieve desired outcomes.

Percent of Time

Essential Functions

30%

Acts as a liaison and provides technical assistance to staff in assigned LHJs regarding ADAP policies and procedures; conducts evaluations of LHJ enrollment sites to ensure program compliance, documents any findings and, with the guidance of the senior analysts in the unit, provides technical assistance to local ADAP program coordinators; works with the PBM contractor to resolve any disputes regarding ADAP enrollment or provision of ADAP pharmacy services to clients in assigned LHJs; and develops and updates written policies and procedures to include in the Program Operations Manual as needed.

- 25% In collaboration with, and under the guidance of the lead budget analyst, other fiscal analysts, and research staff assigned to the unit, assists with developing budget documents, including Budget Change Concepts and Budget Change Proposals, responds to budget inquiries from internal and external stakeholders, evaluates current and future fiscal needs, and presents program information to various groups, including upper management; as a member of the budget team, provides input and develops policies and procedures as needed to achieve desired outcomes; and develops and updates written procedures to include in the Desk Manual for this activity.
- 15% Serves as program liaison with DHS Accounting Section; monitors, tracks, and updates all program expenditures from ADAP's three funding sources; works collaboratively with Accounting staff to research and resolve any discrepancies related to ADAP expenditures; and develops and updates written procedures to include in the Desk Manual for this activity.
- 15% Assists other analysts and research staff in the unit with all activities related to the ADAP Special Rebate Fund; ensures that pharmaceutical companies owing ADAP rebates are appropriately billed and rebates collected are deposited and tracked in the ADAP Special Fund; in conjunction with other staff in the unit, develops and takes corrective actions regarding billing discrepancies; generates data to analyze rebate collection trends; updates and maintains Fund Condition Statements for the Special Fund; provides reports in response to inquiries regarding the status of the Special Fund; participates as a member of the rebate team; and develops and updates written procedures to include in the Desk Manual for this activity.
- 10% Assists with the preparation of the Part B Application for federal funding and the quarterly preparation of the Part B Progress Reports; responds to information requests from auditors, legislative staff, executive staff, and constituents; and develops ad hoc reports, fiscal reports, program administrative letters, management memoranda, and other reports as needed.

Percent of Time**Marginal Functions**

5%

Maintains resource and reference items; submits update requests for OA's intranet site; and assists in other activities, duties, and responsibilities as required.

Employee's signature

Date

Supervisor's signature

Date